Youth and Early Care Workforce Bonus
How to Add Employee Roles in the Child Care Licensing Portal

If you do not see your correct “Current Role(s)” listed on your Care About Childcare profile’s “Contact Information” page, your employer will need to add or edit your role(s) in the Child Care Licensing (CCL) Portal.

Below are instructions on how to assign roles to your employees in the CCL Portal for program/facility administrators (owners, licensees, directors):

1. Go to https://ccl.utah.gov on Utah’s Child Care Licensing Program website, and log in using your UtahID. After logging in, click “Background Checks” in the left-hand menu.

2. Go to the section titled “Currently Associated Covered Individuals.” Review the roles assigned to your employees to ensure they are current and accurate. If not, click the “Edit Role” or “Add Role” button on the row next to the name of the individual who needs roles edited or added.
3. A “Create New Association” page will pop up. Select all roles that apply to the employee, and click the “Save” button.

4. The employee’s role(s) should then appear under the column marked “Roles.”

All employees assigned a Caregiver (‘C’) role in the Child Care Licensing Portal (CCL) are eligible to receive the workforce bonus. This designation in the CCL Portal should include the following types of positions:

- Lead Caregiver or Teacher
- Assistant Caregiver or Teacher
- Substitute/Floater Caregiver or Teacher

Employees 18 or older assigned an Owner (‘O’), Director (‘D’), Director Designee (‘DD’) or Other Staff (‘E’) role in the CCL Portal are also eligible to receive the bonus. These designations in CCL should include the following types of positions:

- Owner or Licensee
- Director
- Assistant Director
- Director Designee
- Onsite Coach or Coordinator
- Onsite Administrative Assistant or Office Manager
- Cook
- Driver
- Custodian or Janitor
- Other Onsite Supporting Staff
If you have questions or need assistance with assigning roles to employees in the CCL Portal, contact your CCL Process Specialist.

If you have further questions about the Youth and Early Care Workforce Bonus, contact OCCworkforcebonus@utah.gov. If you have already accessed the application, include your application ID number in your email.